Check List For Report

please take note of the following. Documents to be handed in tomorrow:

1.  a memo to instructor giving a description of the purpose of the research and each persons module.DO NOT BOUND THIS IN THE REPORT.

2. long report

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1,The cover page  
2. The title page

3. Letter of transmittal( REMEMEBER GROUP MEMBERS SIGN THE LETTER)

4. Table of Contents

5. List of Illustrations

6 Abstract

7. Introduction (general introduction)-explains subject of research problem, purpose, scope, and order of presentation, background and major findings.

PLEASE NOTE THAT THE ABOVE SECTIONS ARE GROUP SECTIONS

8. INTRODUCTION ( same as above but discuss it intems fo your individaul research)

9. Litterature of review  ( just simply label that section in your introduction where you are discussing your secondary sources and call it literature of review.)

10. methodology - inetrviews,documents etc-anything that you have used in your research

11. findings -here i expect to see graphs , tables etc .say 25 % etc of respondent and so on. also at the end of every findings please say something like the data seems to suugest that x is the case or overall the data seemed to suggestthat crime or water shortage or awareness or culture is .....in antigua, cedar grove tec.. make  statement about your findings. The secondary sourcesshould be mentioned here as well whether in support of or being against your findings. Ex

12. summary and Conclusion

say something like generally the results of the research revealed that neigbour hood watches will indeed reduce crime or an osmosis plant will eliminate water shortage. this was noted in the responses given by the respondents in the interviews conducted. These results were consistent wiht research, whcih stressed that rcime can be prevented with the introduction of neighbour hood watches ......, and in particular with the findings of Jack(2012) The findings also suggest the importance of .members of the community being aware of the need for neighbourhood watches. ( and so on)

  in tems of discussing the conclusions say- this research provides some evidence that neigbouhood watches is effective in reducing crime or an osmosis plant is effective in reducing water shortage.. however more research need to be done in this area.inorder to verify and expand on these results.

13. recommendations

the findings of the research has sEveral implications for the villagers of grays farm, cedar grove, liberta, and the police

SAY SOMETHIMH LIKE THE POLICE  need to make villagers more aware of the need for a community watch etc. REMEMBER THIS INFORMATION WOULD HAVE BEEN DISCUSSED BEFORE. YOU ARE JUST REITERATING IT. **no new information.**

ALL OF THE ABOVE ITEMS ARE PLACED IN THE INDIVIDUAL SECTION

14 GENERAL CONCLUSION AND RECOMMENDATION.- COMBINE FROM EACH MODULE.

15. REFERENCE. ALPHABETICALLY ONLY BOOKS CITED IN THE RESEARCH

APPENDICES: (CHECK REFRENCING GUIDELINES)

       GLOSSARIES-COMBINED ALPAHABETICALLY

         COPIES OF QUESTIONNAIRES, INTERVIEWS, CASE HSITORIES, TEXT OF SPEECHES ETC

REMEMBER THAT THIS SECTION I A GROUP EFFORT AS WELL

16. BLANK PAGE

17. BACK COVER OF THE REPORT.